

INSTRUCTIONS FOR SURVEYORS

All information in the survey is required. If someone refuses to answer questions for the survey, please make sure to fill in at least location, gender, and a year of birth for them. If you do not know the exact birth year of a household member, guesses are OK.

Boxes denoted with an asterisks (*) gather data that is reported to HUD as part of the Point in Time count.

Important: DO NOT enter into HMIS a name, birth day, or birth month for households with an individual who is: 1) in a DV agency; 2) currently fleeing or in danger from a domestic violence, dating violence, sexual assault or stalking situation; 3) has HIV/AIDS or 4) anyone you do not have written informed consent from. However, a signature is not needed to collect other information. All homeless households and individuals should have a form filled out.

The purpose of this survey is to help with the planning of providing services and housing to homeless individuals and to identify the types of assistance needed. It is also a requirement to receive funding from HUD and the WA State Dept. of Commerce.

Disabilities: Please make sure to record applicable disabilities for each household member. If a household member has no disabilities please select NONE APPLY. If the disability section is blank we will assume the question wasn't asked or the client refused to answer.

Shelter Programs: Surveys should be collected at a shelter program (emergency or transitional). Please make sure to write the name of the shelter program and batch them together when submitting to lead PIT agency.

Only persons staying in a homeless housing program (emergency shelter or transitional housing) should complete the form titled 2017 HOUSING PROGRAMS (EMERGENCY/TRANSITIONAL). Unsheltered persons or persons living with family or friends should complete the 2017 *UNSHELTERED/LIVING WITH FAMILY OR FRIENDS* form. Individuals and households fleeing domestic violence or residing in a domestic violence shelter should complete the form 2017 DOMESTIC VIOLENCE HOUSING PROGRAMS (EMERGENCY/TRANSITIONAL).

Each member of a household should be listed in the Household Information section. **A single person is considered a household** (i.e., "a household consisting of one person"), so **single individuals should complete the Household Information section.**

If you have any questions about how to fill out this survey or how this data will be used, please don't hesitate to call Commerce at (360) 725-2976.